

DEPARTMENT OF
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
Military Bureau
Joint Force Headquarters, Maine National Guard
Camp Keyes, Augusta, Maine 04333-0033

24 May 2013

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #13-054

POSITION: Materials Handler Supervisor (D1920000) (WS-6907-05) EXCEPTED POSITION

LOCATION: USPFO, Supply and Services Division (Warehouse), Camp Keyes, Augusta, Maine

SALARY RANGE: \$42,617 to \$49,733 per annum

CLOSING DATE: 10 June 2013

AREA OF CONSIDERATION: First consideration will be given to all qualified permanent and indefinite Maine Army National Guard Enlisted **(E-6 and Below)** Technicians who apply. In the event no selection is made from the initial Promotion and Placement Certificate, concurrent consideration will be given to qualified Maine Army National Guard Enlisted **(E-6 and Below)** personnel who apply.

PERMANENT CHANGE OF STATION (PCS): PCS expenses may not be authorized for this position. Authorization for payment of PCS expenses will be granted only after a determination is made that payment is in the best interest of the Maine National Guard.

DUTIES: See attached duties and responsibilities.

MINIMUM QUALIFICATION REQUIREMENTS: Each applicant must show how they meet the General and Specialized Experience and other requirements listed below; otherwise, the applicant may lose consideration for this job.

GENERAL EXPERIENCE: Experience, education or training which demonstrates the applicant's ability to plan and organize work, provide technical assistance to subordinates and prepare work records and reports.

SPECIALIZED EXPERIENCE: Must have thirty-six (36) months experience which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

1. Ability to plan and organize the work of the assigned warehouse organization.
2. Ability to meet deadlines.
3. Knowledge of warehouse functions.
4. Ability to work with others.

5. Ability to oversee and train subordinate supervisors, to deal objectively with workers and render sound supervisory decisions.
6. Ability to devise new methods.

SPECIAL REQUIREMENT: Individual selected for this position must successfully complete the following courses at the earliest possible time:

1. HAZMAT 80-Hour Certifier's Course
2. HAZMAT 8-Hour Transporter Course
3. AMMO 67 Class
4. SARSS Operators Course
5. Various Ammo on-line Courses

COMPATIBILITY CRITERIA: CMF: 91

MOS: 36B, 51C, 55B, 74B, 88M, 88N, 89A, 89B, 92A, 92F, 92G, 92Y

OTHER REQUIREMENT: If offered this position, individuals shall complete a pre-placement medical examination as dictated by job hazard. Employees in health hazardous areas are required to participate in the MEARNG Medical Surveillance Program. If the position requires an immediate fill, individuals selected shall complete a baseline medical exam as soon as possible or within 30 days or will be terminated from that position.

POTENTIAL ADMINISTRATIVE FURLOUGH: A temporary non-duty, non-pay status, is being proposed under the authority of TPR 715 and the Budget Control Act of 2011. Selected/hired individual may be subject to the pending government furlough.

HOW TO APPLY: Detailed instructions are contained in an Instruction Guide titled "Technician Vacancy Announcement Guide" which should be posted with this vacancy announcement. Applicants may apply using the OF Form 612 Optional Application for Federal Employment, a resume, or any other format they choose. In addition to their basic application, applicants are strongly encouraged to complete ME Form 171, Military Experience and Training Supplement. Applications forwarded to HRO should be no more than eight (8) pages although additional pages may be submitted as necessary. Applications should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience factors listed in the TPVA. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the TPVA. Do not include photo copies of awards (a military ribbon rack or civilian certificate), letters of commendation, enlisted or officer performance reports, Technician performance appraisals, and personal photos unless specifically requested in the TPVA". Applications must be forwarded to: Joint Force Headquarters, ATTN: HRO, Camp Keyes, Augusta, Maine 04333-0033, NOT LATER THAN the closing date. Applications received AFTER the closing date WILL NOT BE CONSIDERED. The use of government envelopes, postage or facsimile machines to submit applications is prohibited. We are allowed to receive facsimiles sent from non-government facsimile machines. The inter-office distribution system may be used. You may also e-mail it to: ng.me.mearng.list.hro-applications@mail.mil.

APPOINTMENT: Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment. The Adjutant General retains exclusive appointment authority for Technicians. No commitment will be made to any nominee prior to a review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

DISSEMINATION: Supervisors, please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during this announcement period due to ADT, AT, TDY, school, illness, etc., should be notified.

WORK: DSN 626-6017 / COM (207) 430-6017 FAX: DSN 626-4246 / COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

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MSG CRAIG P. BAILEY
Human Resources Specialist
(RP& C/ Classification)

25.

a. INTRODUCTION:

This position is located in the USPFO. The purpose of this position is to supervise workers, either directly or through subordinate leaders, in accomplishing the operations of a distinct organizational unit. The incumbent serves as a working supervisor, working and performing required duties alongside of subordinates (WG-06).

b. DUTIES:

(1) Planning: Plans use of subordinate workers, equipment, facilities, and materials on a week-to-week or project to project basis. Adhere to work priorities, project schedules, resources, and detailed work plans established by higher level supervisors. Reacts to variations in the workplace and maintains a balance workload between subordinates. Follow customary work cycles and sequences in planning work assignments. Track and report progress on work assignments and request authority to adjust worker assignments and to use overtime, equipment, and materials to meet schedules. Recommend changes to schedules, priorities, and work sequences as necessary and make minor deviations in procedures or redirect resources under their control to overcome problems such as equipment failure, material delays, or unplanned absences.

(2) Work Direction: Assigns work to individuals and provides technical direction and/or help in accomplishing difficult work steps and processes. Observe work in progress to anticipate and resolve problems within groups supervised, and coordinate work among workers and other supervisors to maintain work progress to meet schedules. Inspect completed work for quality and work order requirements. Report possible or actual work delays to their supervisors.

(3) Administration: Support and explain management problems to their subordinates. Recommend performance ratings, training, disciplinary actions, changes in performance standards, and the most suitable applicants for vacancies. Advise and counsel workers on how to improve their performance and explain new work techniques. Investigate grievances and complaints, resolve them informally, and notify supervisors of those of sufficient importance or seriousness. Maintain work reports and records and assist supervisors in planning overall leave schedules. Makes formal appraisals of subordinate work performance. Initiates recommendations for promotion or reassignment of subordinates. Ensures that regulations governing safety and housekeeping are observed with appropriate protective clothing and equipment being utilized.

(4) Performs non-supervisory work, such as, transporting equipment, performing maintenance tasks, etc.

(5) Develops, publishes, and ensures employee compliance with standing operating procedures for the activity supervised. Implements and complies with agency, state, and federal regulatory Occupational Safety and Health, and environmental requirements. Ensures use of quality conformant products through compliance with established materials shelf life programs. Ensures all aspects of Force Protection to include physical security, facility and vehicle key control, property accountability, access control and employee protection in accordance with established policies and regulations. Implements procedures to account for all real property, installation property, MTO&E (Modified Tables of Organization and Equipment) property, TDA (Tables of Distribution and Allowances) property, and installed equipment located at or assigned to the facility in accordance with state and federal regulations and policies. Ensures subordinates are trained, qualified, and equipped with proper personnel protective equipment,

environmental mediation equipment and materials. Ensure the employees wear appropriate safety equipment and follow pertinent safety precautions.

(6) Prepares for and participates in various types of readiness evaluations, inspections, mobilization and command support exercises. May be required to perform such additional duties as structural fire fighting, aircraft fire/crash/rescue duty, security guard, snow removal, munitions loading and handling, heavy equipment operation, maintenance of facilities and equipment, or to serve as a team member on boards to cope with natural disasters or civil emergencies.

(7) Performs other duties as assigned.